

**Wedding Day Timeline**

(Please return this 2 weeks prior to event)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Bride’s name & cell # |  | | | Event date |  |
| Groom’s name & cell # |  | | |  |  |
| **Day of Contact Info** - we don’t want to bother you on your big day. Please select an alternate contact person. | | | | | |
| Bride’s side contact |  | | | Cell phone # |  |
| Groom’s side contact |  | | | Cell phone # |  |
| **Family/MOH/BM names** - we love to able to call folks by name. | | | | | |
| Bride’s parents |  | | | Maid/Matron of honor |  |
| Groom’s parents |  | | | Best man/men |  |

AM Films’ start time based on the hours in your contract:

AM Films’ end time based on the hours in your contract:

Will we need to pay to park at any of the locations for the wedding? If yes, will you be validating parking for us?

What is your wedding hashtag (if applicable)?

Bride

* Address where getting ready:
* Time will the bride start hair & make up:
* Time will the bride get in her dress:
* *Please make sure to have a copy of the invitation, a program, bride’s jewelry, bride’s shoes, and BOTH of the wedding rings with the bride while getting ready!*

Groom

* Address where getting ready:
* What time will the groom get dressed?

Details

* Any special things planned that need to be captured, such as:
  + Gift/letter exchange? If so, what time?
  + Any special items being worn, i.e. special jewelry, cuff links, etc.?
  + First look? If so:
    - What time?
    - Where?
    - *If it is off site, we request transportation to and from.*
* Other notes:

Ceremony:

* Address:
* Is it outdoors?
* Start time:
* What is the approximate length?
* Attendant info:
  + How many bridesmaids?
  + How many groomsmen?
  + How many flower girls?
  + How many ring bearers?
* How many people are doing readings?
* Any special aspects (i.e. Unity candle, sand/wine ceremony, etc.)?
* Will the officiant be using a microphone during the ceremony?
* Other notes:

Cocktail hour/Reception:

* Address:
* Is any portion outdoors?
* Is dinner buffet or served?
* Please indicate the expected time for the “main” events and **add** any events not included on this list (apron dance, decade dance, games, etc). Type N/A as needed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Event** | | |
|  | Cocktail hour starts | | |
|  | Announcements | | |
|  | First dance | | |
|  | Father/Daughter dance | | |
|  | Mother/Son dance | | |
|  | Toasts | | |
|  | Welcome speech (Who is giving speech? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | | |
|  | Blessing | | |
|  | Dinner (*Remember, we eat at the same time as you two and get a hot meal.)* | | |
|  | Cake cutting | | |
|  | Bouquet toss | | |
|  | Garter toss | | |
|  | Reception ends | | |
|  | Send off (sparklers, glow sticks, ribbons, etc.) | | |

Please list any other information you think is important for us to know in order to capture all the most important moments of the day.

**Vendor Info**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Name and company | | | Email | Website | Phone # |
| Photographer |  | | |  |  |  |
| DJ/Band |  | | |  |  |  |
| Officiant |  | | |  |  |  |
| Caterer (if off site) |  | | |  |  |  |
| Venue contact |  | | |  |  |  |
| Wedding planner/day of coordinator |  | | |  |  |  |
| Florist |  | | |  |  |  |
| Make up artist |  | | |  |  |  |
| Hair stylist |  | | |  |  |  |
| Decor |  | | |  |  |  |
| Baker |  | | |  |  |  |
| Other vendors |  | | |  |  |  |
|  |  | | |  |  |  |
|  |  | | |  |  |  |